



### **Position Vacancy Announcement**

**Today's Date:** 07/25/2016

**Posting #** 8451

**Job Title:** Office Assistant III

**Location:** Eastside Career Center

**Salary Range:** \$31,088 - \$35,800

**Status:** Regular, Full-time

#### **Position Overview:**

This is an office support position requiring knowledge of general office and clerical tasks. Work involves independently performing a high level of office support duties for a department or program.

#### **Examples of Work Performed:**

- Provides clerical support to the department and creates and proof-reads letters, memoranda, reports, documents, and other materials.
- Handles complex responsibilities such as conducting research, preparing statistical reports, and supervising
- Receives and screens incoming calls and visitors; schedules, coordinates, and (if necessary) facilitates meetings
- Receives and prepares response for complaints from customers and staff.
- Acts as an intermediary for the Department Head when requested, maintaining contacts with public and private executives and officials
- Maintains schedule of appointments for the Department Head; plans itinerary, makes travel arrangements, and maintains expense accounts
- Interprets executive/management level documents and letters, and composes in presentation format
- Gives assignments and instructions to individuals and groups of employees engaged in office/clerical work of the department, supervises their performance, and occasionally coordinates office workload

#### **Key Attributes:**

- Thorough knowledge of existing office practices and equipment, and of business English, spelling, and punctuation
- Ability to learn and use MOED and City designated software programs such as Fundware, e-time, MWE, ETO, etc.
- Thorough knowledge of the agency's functions and services.
- Ability to communicate orally and in writing; ability to understand and follow complex, oral and written instructions.
- Ability to compose and interpret departmental correspondence to presentation format.
- Ability to meet and greet visitors in an effective and professional manner and to establish and maintain effective working relationships with superiors, associates, representatives of other organizations and the general public.
- Ability to plan, organize and execute complicated and continuing assignments without instructions or reviews.
- Ability to interpret departmental correspondence and compose in presentation format

#### **Required Education & Experience:**

- Two years of college including courses in business administration.
- Three years of office/clerical experience; two of which must have been progressively responsible administrative experience or as a clerical supervisor.
- Or, any acceptable combination of education and experience.

**MOED Employees receive priority consideration for open positions and must apply within 5 days of posting.**

All other qualified applicants should submit an application and/or resume to the MOED Human Resources Department, 417 E. Fayette Street, Suite 466, Baltimore, MD, 21202; via fax: (410) 396-8132, via email: [resumes@oedworks.com](mailto:resumes@oedworks.com).

Please place job title and posting number in the subject line.